

21 SEP 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

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SUBJECT: OIS Weekly Report (14-20 September 1983)

Office of the Director

On 14 September 1983, the Director and Deputy Director of Information Services visited the Agency Archives and Records Center (AARC) and were briefed by the Chief on the activities and problems of AARC. They toured the facility and received briefings from each section chief.

As part of our review of existing career Sub-Group procedures, policies, and practices, we met with all careerists serving on MI panels. From this, some suggested changes have been instituted.

Classification Review Division

About 100,000 documents (500,000 pages) relating to an alleged Los Angeles Police Department involvement in MHCHAOS-type activities beginning in the late 1960s have been discovered stored in a private residence. The material is now of direct relevance to an ACLU legal action. Since some of the documents contain classified Government information, there is concern that material of interest to or involving CIA may be included. The Agency General Counsel requested OIS assistance in screening it and a CRD staff member and the OIS Legal Advisor left for Los Angeles on 18 September 1983. As of this date, no material of concern to the Agency has been discovered.

CRD reviewed six DOD documents (31 pages), two PRB manuscripts (653 pages), three mandatory review documents (133 pages) for IPD, 19 Summaries of Agency Employment (32 pages), and 25 miscellaneous documents (206 pages) during this period.

Records Management Division

Chief, RMD, members of the Records Systems Branch, and the DA and DS&T Records Management Officers met with New Building Project Office staff members to discuss requirements for the consolidated registries in

the new building. Chief, RMD provided a brief overview of the steps taken to develop a typical registry profile and discussed the time needed to analyze the volume of data collected from the 12 office registries that would have to be accommodated in the new building. Seven hundred square feet of space has been allocated for 12 registry sites.

The Information Technology Branch (ITB) is editing and amending the Users Manual for the AARC Inventory System. The revised manual will provide keying instructions to three registries that have been authorized to key their material directly into ARCINS. Over time, the responsibility for keying information into ARCINS will be turned over entirely to the components.

An ITB official prepared a detailed Statement of Work for the revision of an Office of Data Processing contract that will involve two programmers from private industry in work on TRIS. The additional programmers will enable the project to be completed a full year earlier than projected.

AARC personnel made ten additions, 70 changes, and one deletion to RAMS; keyed 2,248 entries into ARCINS from 14 jobs; and serviced 1,813 requests for records.

Regulations Control Division

RCD currently is processing a total of 124 jobs which includes ten new proposals, six issuances in coordination, nine issuances sent forward for approval, six issuances prepared for publication by P&PD, and five issuances published. Issuances of special interest were a bulletin transmitting a message from the President stating his concerns about the unauthorized disclosure of classified information, and one containing instructions from the Assistant to the President for National Security Affairs that all official travel by U.S. Government personnel to the Soviet Union must be cleared by the Executive Secretary of the National Security Council.

Information and Privacy Division

A separate report is attached.

Attachment:
As stated

OIS/EXO, (21 Sep 83)

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